

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 70-09.J

Subject:

DATE: 01/28/92

Sunset Review:

FIREARMS REGULATION

1. PURPOSE. This directive and attached manual establishes the policies, responsibilities and procedures for the admission, storage, custody, accountability, transport, security and use of firearms at the Federal Law Enforcement Training Center, (FLETC or Center).
2. SCOPE. The policies, responsibilities and procedures discussed in this directive apply to all FLETC personnel, on-site participating organizations, contractor personnel, students, and visitors of the FLETC Glyncro, GA facility.
3. CANCELLATION. FLETC Directive (FD) 70-09.J, Firearms Regulations, September 20, 1990, is superseded.
4. REFERENCES.
 - a. FD 70-00.A, Personal and Real Property Management.
 - b. FD 70-09, Safety and Occupational Health Policy and Program Outline for the FLETC.
 - c. FD 71-00.A, Visitor Admission and Control.
 - d. FD 91-01.A, Firearms Policy and Guidelines to be Taught in All Basic and Center-Advanced Training Programs.
5. POLICY.
 - a. Except as provided herein, students, FLETC staff, participating organization staff, contractor staff, and visitors are expressly PROHIBITED from retaining any weapons in their vehicles, offices, or on their person while on the Center. EXCEPTIONS to this policy are:

(1) FLETC Security staff.

(2) FLETC Security Police.

(3) Federal, State, and local officers on official business but not participating in training as a student or as an instructor, or acting in any training support capacity.

(4) All personnel assigned to the Center who are required by their organization to demonstrate firearms proficiency (qualify). This exception applies ONLY on the day of their scheduled staff practice/qualification at the FLETC. The weapons control procedures for these personnel shall be:

(a) Upon entering the Center:

1. declare possession of their weapon to the FLETC Security Police at the main gate; and

2. deposit the weapon in a weapons locker at the main gate and retrieve it at the time of qualification (Each individual will be responsible for placing his/her weapon in the gun locker, retrieving it from the gun locker, and transporting directly, without any intermediate stops, to the appropriate range for the scheduled practice/qualification.); or

3. transport the weapon directly, without any intermediate stops, to the range assigned for the scheduled practice/qualification if arrival at the Center is immediately prior to practice/qualification; or for storage at the range facilities until the time of practice/qualification.

(b) Immediately upon completion of the practice/qualification, these personnel will be permitted to:

1. store the weapon at the range facility until exiting the Center;

2. transport the weapon from the range of qualification to the main gate for temporary storage; or

3. immediately and directly exit the Center (NOTE: There are to be NO intermediate stops during transporting the weapon to or from the range and the main gate.)

(5) Agency personnel assigned to the Firearms Division (FAD) staff as Firearms Instructors. These personnel may transport their assigned weapon onto the Center after declaring it with the FLETC Security Police at the main gate. They must proceed directly to the indoor or outdoor range WITHOUT intermediate stops and secure the weapon with the contract issue staff or the armory. In addition, upon arrival at the range(s), these personnel shall not retain possession of the weapon unless they are immediately involved in class instruction. When not actually involved in instructional activity, the weapon shall be returned to either the outdoor or indoor weapons storage vaults. Detailed instructors to the FAD staff shall not leave the ranges with this weapon unless exiting the Center WITHOUT intermediate stops.

b. The FLETC retains the authority for the proper storage, transport, security, and general control of all weapons on the Center as defined in this directive. The FLETC exercises this authority for the purpose of ensuring that the highest standards of safety are applied to all activities associated with fire-arms. The FLETC's primary concerns extend to the security and safety of the surrounding community, faculty, staff, and students engaged in training at the FLETC.

c. Requests for exceptions to this prohibition policy must be submitted in writing to the Director, FLETC and will be considered on a case-by-case basis.

d. Except as provided in Paragraph 5.a., all other weapons brought on the Center will be registered with Security Police at the Main Gate by completing the Center Weapons Registration Form (FTC-SAF-4). Only the contract issue service and agency or FLETC Weapons Custodians are authorized to transport these weapons to the scheduled training site or authorized storage facility. This includes weapons used for staff practice/qualification, training, testing, and repair. EXCEPTIONS to this policy are:

(1) training weapons checked out by FAD authorized staff for off-site training (i.e. Glynn County Police Department Range and Marine Law Enforcement Training, Fort Stewart);

(2) all weapons shipped to the Center via commercial carrier. These weapons, once received, must be stored in compliance with this policy; and

(3) Federal, State, and local officers on official business but not participating in training as a student, instructor, or in any training support function. These weapons must be declared at the Main Gate to a security officer.

Detailed policies and procedures governing the admission, storage, custody, accountability, transport, security, and use of weapons at the Center are contained in the Weapons Policies and Procedures Manual. (Attachment 1)

e. Participating organizations may be granted authority to store Practical Exercise (PE) weapons (as defined in Attachment 1) in an approved PE Weapons Vault. Written application for such authority will be made through the Chief, FAD to the Director, FLETC.

6. DEFINITIONS.

- a. Firearms. All operable and inoperable firearms to include: revolvers, rifles, shotguns, automatic weapons, air rifles, BB, pellet and cap guns.
- b. Other Weapons. Implements capable of propelling darts or arrows: such as operable bows, compound bows and crossbows.
- c. Weapon. Any firearm or other weapon as defined above.
- d. Approved PE Weapons Vault. A secured vault which has been approved by the Director, FLETC for the storage of PE weapons ONLY.

7. FLETC WEAPONS STORAGE FACILITIES.

The Center maintains one Weapons Annex and four primary secured weapons storage and issue facilities which are operated by a contract issue service for the purpose of security and control.

- a. FLETC Weapons Depository and Annex. These secured facilities located in Building 262, 221 and 210 provide for:

- (1) storage and security of Center weapons and are the issue points for weapons used at the indoor range, Marine Law Enforcement, off-range practical exercises, laser, and other special courses and programs;

- (2) storage and security for on-site participating organization firearms. EXCEPTION: The weapons annex at Building 221 cannot be used as an issue point nor can it be used to store equipment and supplies such as leather gear/holsters; and

- (3) storage and security for weapons brought onto the Center by staff and students.

- b. FAD Weapons Issue Room (Bldg 142). This is a limited storage facility and issue point and provides for:

- (1) storage, issue, security and control of FLETC weapons used at the outdoor range complex; and

(2) storage, issue, security and control of agency weapons used in basic and advanced training conducted at the outdoor range complex. Storage is limited to weapons issued to students for use in training and agency weapons used in recurring training programs. If the class has completed their firearms training, the weapons must be removed by the designated agency custodian and returned to the weapons annex cage unless sufficient storage space exists for these weapons at the last training site storage area.

8. RESPONSIBILITIES.

a. The Chief, FAD is the responsible official for the organization, management and administration of all activities associated with the Center firearms ranges and FLETC weapons storage and security. The Chief is also responsible for implementing procedures for operation of the Firearms Issue Rooms, Weapons Depository, Annex, FLETC Weapons Vault and approved PE Weapons Vault and for the control and accountability of FLETC weapons in conformance with this directive. This includes a quarterly serial number inventory of all FLETC firearms and periodic accountability checks.

b. The FLETC Security Police Shift Supervisor is responsible for weapons registration and security as outlined in PART I of Attachment 1. Registration will consist of completing the Weapons Registration Form and recording the type, caliber, make, model, and serial number of official and/or personal firearms entering the Center on a temporary or permanent basis. The Security Police Shift Supervisor will be responsible for all weapons received at the Main Gate and will ensure their accountability and security until transferred to the Weapons Depository.

c. The Chief, Equipment and Materials Branch (EMB) is responsible for the control, accountability and security of safe-functional weapons and blank-fire weapons used in practical exercises and classroom presentations. These weapons will be accounted for on a recurring basis after each period of use and a quarterly inventory will be conducted by the EMB Property Custodian. The results of the annual inventory will be forwarded to the Property Management Division.

d. Participating Organization On-site Representatives who have weapons secured in the FLETC's Depository, Annex, FLETC Weapons Vault and/or Approved PE Weapons Vaults will designate a Weapons Custodian and alternates who shall maintain accountability and control for their agency's weapons. The names of the custodian and the alternates shall be provided to the Chief, FAD by the on-site representative in writing.

e. The On-Site Participating Organization Weapons Custodian or alternate shall be responsible for the control and accountability of their agency's weapons. These weapons will be turned over to the contract issue service five days prior to start of class (exceptions: handguns belonging to an agency and used on a recurring basis). Additionally, the Custodian will be responsible for:

(1) providing an initial listing of weapons including make, model and serial number to the FLETC Weapons Custodian;

(2) updating the inventory list at least on a quarterly basis, and each time a weapon is added or removed;

(3) coordinating the issuance, removal or transfer of weapons from the Depository, Annex, FLETC Weapons Vault and/or approved PE Weapons Vaults;

(4) issuing and controlling of practical exercise firearms as outlined in the attached manual; and

(5) accounting for, securing, and returning practical exercise firearms in accordance with the attached manual upon completion of the exercise.

f. Television productions requiring the use of functional weapons will necessitate the written coordination of the requirement through the Chief, FAD with as much lead time for accommodation of the request as possible. The memorandum will state: type of weapon(s) required; how they will be used; who will use the weapon(s); type of blank ammunition needed; the location of the filming; and the time of the filming. The Chief, FAD will provide the weapons, ammunition, and a staff member to obtain, transport, load, instruct the actor in safe usage, supervise the discharge of the weapon(s), and return the weapon(s) and any unused blank ammunition to FAD.

9. OFFICE OF PRIMARY INTEREST. Office of Special Training.

Charles F. Rinkevich
Director

Attachment

FD 70-09.J
01/28/92

Attachment

FEDERAL LAW ENFORCEMENT TRAINING CENTER
WEAPONS POLICIES AND PROCEDURES MANUAL

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FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA
WEAPONS POLICIES AND PROCEDURE MANUAL

PART I - ADMISSION AND CUSTODY OF WEAPONS

Persons entering the Federal Law Enforcement Training Center (FLETC or Center), Glynco, GA possessing firearms will conform with the posted notice and report at the Main Gate to Security Police for firearms registration and security procedures, as appropriate.

Section 1 - Students

Students who arrive with service or personal weapons will be advised at the Main Gate by Security Police of the FLETC weapons policies and procedures. Loaded weapons will have the ammunition safely removed at the designated unloading station outside of Building 1 and the actions open prior to entry into Building 1. The Center Weapons Registration Form (FTC-SAF-4) will be completed and a copy provided to the student. Ammunition will be counted, placed in a plastic bag, tied, and tagged with the student's name and social security number. Weapons and ammunition will be retained by the Security Police until the next work day, then transferred to the Weapons Depository where they will remain until the departure of the student from the Center.

1. Training Weapons - Students who arrive with weapons that are authorized to be used in training by their participating organization will follow the procedures outlined in paragraph 1 above. When students' weapons are to be used for training, agencies must furnish a class roster to Security Police prior to student arrival. These weapons must be segregated and placed on a separate peg-board. The agency Weapons Custodian is responsible for transporting these training weapons to the Armory (Bldg. 221) for a Limited Technical Inspection (LTI). After the LTI, the weapons are turned over to the contract issue service. Groups of weapons brought on Center for specific agency training are exempt from the registration requirements, provided that prior coordination for their storage and security has been arranged with the FLETC Weapons Custodian. These weapons are to be retained in the Annex five days prior to commencement of firearms training. At that point, the weapons are turned over to the Contract Issue Service for the duration of the scheduled firearms training. Upon completion of training, the weapons will be returned by the agency Weapons Custodian to the appropriate agency cage in the Weapons Annex, Building 221.

2. Issue Service Weapons - Students who are issued their service weapons upon graduation will report to Building 221 depository or vault at a prearranged time and date established by the participating organization Weapons Custodian or Class Coordinator. Acquisition will be accomplished during the normal training day. When the departure of the student is other than normal duty hours or weekends, arrangements will be made to have the weapons transferred by the agency Weapons Custodian from Building 221 depository to the Main Gate. Issue times are Monday through Friday, 7:30 AM to 6:30 PM.

3. Acquisition of Weapons and Ammunition - The Weapons Registration Form completed at the time of arrival will be the required document for the withdrawal of weapons and ammunition from the Weapons Depository or the Main Gate Security. Students also will be required to furnish other identification, i.e. drivers license, SSN, etc. Weapons and/or ammunition will not be received by other than the principal named on the registration form. An exception to this procedure is when the student departs the Center in an emergency and is not expected to return. In such instances, the Class Coordinator will coordinate the removal and transfer of the weapon with the FLETC Weapons Custodian. A written statement must accompany the request, stating why the weapon is being withdrawn, by whom, agency and authorizing agency official.

4. Weapons Possession on Center - Students are expressly PROHIBITED from retaining personal and/or service weapons in their possession during their training tour at FLETC. An exception to this policy is the withdrawal of weapons by students of advanced training programs who leave the Center for weekends and holidays or emergency leave. Acquisition of weapons will be in accordance with subparagraph 3 above.

Section 2 - Participating Organization Personnel

This section is applicable to on-site participating organization permanent staff and temporary detailed personnel.

1. Personal and/or Service Weapons

a. Except as provided herein, students, FLETC staff, participating organization staff, contractor staff, and visitors are expressly PROHIBITED from retaining any weapons in their vehicles, offices, or on their person while on the Center. Exceptions to this policy are:

(1) FLETC Security staff.

(2) FLETC Security Police.

(3) Federal, State, and local officers on official business but not participating in training as a student, or as an instructor, or acting in any training support capacity.

(4) All personnel assigned to the Center who are required by their organization to demonstrate firearms proficiency (qualify). This exception applies ONLY on the day of their scheduled staff practice/qualification at the FLETC. The weapons control procedures for these personnel shall be:

(a) Upon entering the Center:

1. declare possession of their weapon to the FLETC Security Police at the main gate; and

2. deposit the weapon in a weapons locker at the main gate and retrieve it at the time of qualification (Each individual will be responsible for placing his/her weapon in the gun locker, retrieving it from the gun locker, and transporting directly, without any intermediate stops, to the appropriate range for the scheduled practice/qualification.); or

3. transport the weapon directly, without any intermediate stops, to the range assigned for the scheduled practice/qualification if arrival at the Center is immediately prior to practice/qualification; or for storage at the range facilities until the time of practice/qualification.

(b) Immediately upon completion of the practice/qualification, these personnel will be permitted to:

1. store the weapon at the range facility until exiting the Center;

2. transport the weapon from the range of qualification to the main gate for temporary storage; or

3. immediately and directly exit the Center
(NOTE: There are to be NO intermediate stops during transporting the weapon to or from the range and the main gate.)

(5) Agency personnel assigned to the Firearms Division (FAD) staff as Firearms Instructors. These personnel may transport their assigned weapon onto the Center after declaring it with the FLETC Security Police at the main gate. They must proceed directly to the indoor or outdoor range WITHOUT intermediate stops and secure the weapon with the contract issue staff or the armory. In addition, upon arrival at the range(s), these personnel shall not retain possession of the weapon unless they are immediately involved in class instruction. When not actually involved in instructional activity, the weapon shall be returned to either the outdoor or indoor weapons storage vaults. Detailed instructors to the FAD staff shall not leave the ranges with this weapon unless exiting the Center WITHOUT intermediate stops.

b. The FLETC retains the authority for the proper storage, transport, security, and general control of all weapons on the Center as defined in this directive. The FLETC exercises this authority for the purpose of ensuring that the highest standards of safety are applied to all activities associated with firearms. The FLETC's primary concerns extend to the security and safety of the surrounding community, faculty, staff, and students engaged in training at the FLETC.

c. Requests for exceptions to this prohibition policy must be submitted in writing to the Director, FLETC and will be considered on a case-by-case basis.

d. Except as provided in Paragraph 1.a., all other weapons brought on the Center will be registered at the Main Gate by completing the Weapons Registration Form. Only contract issue service and agency or FLETC Weapons Custodians are authorized to transport these weapons to the scheduled training site or authorized storage facility. This includes weapons used for staff practice/qualification, training, testing, and repair. EXCEPTIONS to this policy are:

(1) training weapons checked out by FAD authorized staff for off-site training (i.e. Glynn County Police Department Range (GCPDR); Marine Law Enforcement Training (MLET), Fort Stewart;

(2) all weapons shipped to the Center via commercial carrier. These weapons, once received, must be stored in compliance with this policy; and

(3) Federal, State, and local officers on official business but not participating in training as a student, instructor, or in any training support function. These weapons must be declared at the Main Gate.

e. Participating organizations may be granted authority to store Practical Exercise (PE) weapons, as defined in this manual, in an approved PE Weapons Vault. Written application for such authority will be made through the Chief, FAD to the Director, FLETC.

2. Training Weapons - Organizations that possess weapons used in training will be assigned locker storage space within the Weapons Annex. Access into assigned storage lockers and/or vaults will be restricted to only those individuals who have been designated as the organizational Weapons Custodian or their alternates. Organizations will provide their own security lock to be placed on lockers. The combination to security safes will be an organization responsibility. Assignments will be coordinated with the FLETC Weapons Custodian who will manage and supervise all entries into the depository and ensure the integrity of organizational weapons. Combinations to safes and/or a key will be placed in a sealed envelope and provided to the Chief, FAD who will assure their transfer to the Deputy Director's office for safekeeping.

3. Field Weapons - Field weapons shipped to Glynco for servicing and repair by organization gunsmiths will be secured in assigned lockers located within the Armory walk-in. Because of the limited available security space within the Armory vault, organizations will refrain from storing an excess of field weapons at that location.

4. Custodians - On-site participating organization representatives will designate a Weapons Custodian with alternates and have their names submitted to the Chief, FAD who will maintain the access roster. Only those individuals whose names appear on the list will be permitted access to organization weapons storage lockers or vaults.

5. Accountability and Reporting - Organizations are responsible for their weapons inventories and will maintain a readily available serial number listing of all weapons located in the Vault, Issue Rooms and Annex. Custodians will provide an initial listing of all firearms by make, model and serial number to the FLETC Weapons Custodian and update the listing at least on a quarterly basis and any time a weapon is added or removed from the inventory.

6. Removal of Organization Training Weapons - Only the organization Weapons Custodian or alternates will be permitted to remove agency weapons from the security area for training purposes. When weapons are required after hours or on weekends, the custodian or alternates will advise the contract issue personnel for their removal and return to the weapons issue room after use.

7. Emergency Withdrawal of Weapons from Depository - The withdrawal of service weapons by staff personnel after hours or on weekends will be accomplished by contacting the Main Gate Security Police. The Security Police will contact the FLETC Weapons Custodian who will effect the withdrawal.

8. Competitive Weapons - Agency team members who enter the Center with competition weapons will coordinate for storage and security with the FLETC Weapons Custodian.

Section 3 - FLETC Staff

This section is applicable to all permanently assigned and detailed staff members and full-time firearms instructors who comprise the FLETC Competitive Pistol Team.

1. Personal and/or Service Weapons

a. Except as provided herein, students, FLETC staff, participating organization staff, contractor staff, and visitors are expressly PROHIBITED from retaining any weapons in their vehicles, offices, or on their person while on the Center. Exceptions to this policy are:

- (1) FLETC Security staff.
- (2) FLETC Security Police.

(3) Federal, state, and local officers on official business but not participating in training as a student, or as instructor, or acting in any training support capacity.

(4) All personnel assigned to the Center who are required by their organization to demonstrate firearms proficiency (qualify). This exception applies ONLY on the day of their scheduled staff practice/qualification at the FLETC. The weapons control procedures for these personnel shall be:

(a) Upon entering the Center:

1. declare possession of their weapon to the FLETC Security Police at the main gate; and

2. deposit the weapon in a weapons locker at the main gate and retrieve it at the time of qualification (Each individual will be responsible for placing his/her weapon in the gun locker, retrieving it from the gun locker, and transporting directly, without any intermediate stops, to the appropriate range for the scheduled practice/qualification.); or

3. transport the weapon directly, without any intermediate stops, to the range assigned for the scheduled practice/qualification if arrival at the Center is immediately prior to practice/qualification; or for storage at the range facilities until the time of practice/qualification.

(b) Immediately upon completion of the practice/qualification, these personnel will be permitted to:

1. store the weapon at the range facility until exiting the Center;

2. transport the weapon from the range of qualification to the main gate for temporary storage; or

3. immediately and directly exit the Center
(NOTE: There are to be NO intermediate stops during transporting the weapon to or from the range and the main gate.)

(5) Agency personnel assigned to the FAD staff as Firearms Instructors. These personnel may transport their assigned weapon onto the Center after declaring it with the FLETC Security Police at the main gate. They must proceed directly to the indoor or outdoor range WITHOUT intermediate stops and secure the weapon with the contract issue staff or the armory. In addition, upon arrival at the range(s), these personnel shall not retain possession of the weapon unless they are immediately involved in class instruction. When not actually involved in instructional activity, the weapon shall be returned to either the outdoor or indoor weapons storage vaults. Detailed instructors to the FAD staff shall not leave the ranges with this weapon unless exiting the Center WITHOUT intermediate stops.

b. The FLETC retains the authority for the proper storage, transport, security, and general control of all weapons on the Center as defined in this directive. The FLETC exercises this authority for the purpose of ensuring that the highest standards of safety are applied to all activities associated with firearms. The FLETC's primary concerns extend to the security and safety of the surrounding community, faculty, staff, and students engaged in training at the FLETC.

c. Requests for exceptions to this prohibition policy must be submitted in writing to the Director, FLETC and will be considered on a case-by-case basis.

d. Except as provided in Paragraphs 1.a. and 2., all other weapons brought on the Center will be registered at the Main Gate by completing the Weapons Registration Form. Only contract issue service and agency or FLETC Weapons Custodians are authorized to transport these weapons to the scheduled training site or authorized storage facility. This includes weapons used for staff practice/qualification, training, testing, and repair. EXCEPTIONS to the policy are:

(1) training weapons checked out by FAD authorized staff for off-site training (i.e. GCPDR or MLET.)

(2) all weapons shipped to the Center via commercial carrier. These weapons, once received, must be stored in compliance with this policy.

(3) Federal, State, and local officers on official business but not participating in training as a student, instructor, or in any training support function. These weapons must be declared at the Main Gate; and

e. participating organizations may be granted authority to store PE weapons, as defined in this manual in an approved PE Weapons Vault. Written application for such authority will be made through the Chief, FAD to the Director, FLETC.

2. Competitive Weapons - Full time firearms instructors who comprise the FLETC Pistol Team may bring weapons on Center after declaring them at the Security Gate to Security Police personnel. Competitive weapons remaining on Center overnight will be stored in the central weapons depository after effecting the required registration with the FLETC Weapons Custodian. Storage lockers will be assigned by the Weapons Custodian based upon availability and access to individual lockers will be restricted to the principal to whom it is assigned.

Section 4 - Visitors

This section is applicable to all visiting law enforcement personnel and others who enter the Center with weapons. Only on-duty law enforcement personnel (non-student) actively working a case on Center are exempt from the registration requirements. However, weapons carried on Center in this situation must be declared at the Main Gate in accordance with the procedures of this manual.

PART II - TRANSPORTING/MOVING WEAPONS

This part provides procedures and guidelines for the transport or movement of weapons on and off Center in connection with training, practical exercises, shooting competitions or permanent removal.

Section 1 - Training Weapons

Training weapons include both functional weapons that are used in live fire training and practical exercise weapons which are facsimile/deactivated weapons used in non-live fire situations. This classification of weapons consists of all handguns and shoulder weapons in the FLETC inventory.

1. Range Weapons - No weapon may be used that has not been issued/controlled by the FLETC. Functional training weapons will be issued to students at the site of training. Unless otherwise directed, all handguns will be holstered at the issue point and remain holstered with safety straps fastened when moving to the ranges. Shoulder weapons will have the actions open, safety on, and the muzzle pointed up when moving from the issue point to the ranges.

If training is to be conducted at other than Center ranges, functional weapons will be secured in safe drawers, cartons or boxes by the class or training coordinator before being transported to and from the site of training. The firing of FLETC functional training weapons on off-Center ranges will require a written request submitted to the Chief, FAD specifying the type, caliber and ammunition to be used and the location of the training. If the training is recurring as in the case of the MLET program or GCPDR training, the initial approval will provide the authority to conduct subsequent training periods.

This requirement also will apply to the firing of blank and plastic ammunition in functional training weapons.

2. Practical Exercise Weapons - Practical exercise weapons consist of all handguns and shoulder weapons that are manufactured as facsimiles or that have been modified so that live ammunition cannot be loaded inadvertently. The FLETC's inventory of these weapons consists of 1) starter pistol which fires .22 cal. caps and whose grips are painted red, 2) safe functional revolvers that fire primed cartridge casings and whose grips are painted red, 3) laser equipped weapons whose grips or

stocks are painted yellow, 4) safe non-functional shotguns and rifles whose stocks are painted red, 5) functional shotguns with modified barrel for use in firing blank ammunition and whose barrels are painted silver, and 6) aluminum replica handguns.

These weapons are considered safe for use during specifically approved off-Center training exercises and their transport or movement require only the precautions necessary for any type of training aid. Their use off-Center should require special attention to avoid unnecessary display to the public.

Section 2 - Competitive Weapons

Competitive weapons consist of handguns used in competition in matches and tournaments.

1. Personally Owned - Personally owned weapons used in competition by members of shooting teams are the responsibility of the individual owner.

2. Government Owned - Weapons that are on the inventory of the FLETC and are used in off-Center competitive matches will require that the responsible person be issued a property pass by the Property Management Division (PMD). The responsible individual will ensure that all measures appropriate to storage and security of weapons in transit and at the away location are employed.

PART III - WEAPONS MODIFICATION

Weapons that are no longer serviceable as range training weapons may be modified to non-functional and safe functional for use in off-range practical exercises. The conversion will be in conformance with the following modification guidelines and accomplished by assigned gunsmiths only.

Section 1 - Revolvers

1. Classroom Revolvers (Safe-Functional) - The hammer nose (firing pin) is removed, barrel plugged, and the grips painted red. Used primarily as an instructional aid in classroom presentations.
2. Practical Exercise Revolvers (Safe-Functional) - The barrel will be plugged and the cylinder chambers fitted with metal rods (permanently installed) that allow primed cartridge loading capability but prevent the insertion of a live cartridge. The grips will be painted red.
3. Laser Equipped Revolvers (Safe-functional) - Laser modules will be factory installed in the barrel and the cylinders will be fitted with metal inserts to permit loading of primed cartridge casing but prevent loading of live ammunition. The grips will be painted yellow. FATS (JPS) guns modified with glass lenses and capable of firing a .38 PPC will be painted green.

Section 2 - Shoulder Weapons

1. Practical Exercise and Classroom Title II Shotguns, Rifles and Submachine Guns (Safe-Functional) - The barrel length may be cut to 16 inches or less and plugged at the muzzle end. The firing pin will be removed. Stock will be painted red.
2. Shotgun (Non-functional) - The barrel will be plugged and the action locked in battery position by blocking of the action bar release. The stock will be painted red.
3. Shotgun (Conversion kit) - A .38 caliber rifled barrel will be fitted as an insert to the barrel of a Model 870 shotgun without any modifications to the weapon. The barrel insert and shotgun shell adapter permit the operation and firing of .38

caliber ammunition without the danger of inadvertently loading standard shells. The shotgun retains its functional capabilities with either shells or .38 caliber ammunition. For color coding identification purposes, the stock and fore grip will be painted blue. When the shotgun is used in training, all safety precautions are exercised.

4. Shotgun (Blank Ammunition Adapted Barrel) - The barrel is plugged at the muzzle and pressure release outlets are cut in the bottom of the forward end of the barrel. The short blank ammunition with styrofoam wadding will be the only authorized shell to be used in off-range practical exercises. When fired, the wadding completely disintegrates and the escaping gases exit downward through the release outlets. The modified barrel is painted silver.

5. Laser Equipped Shotgun - The Remington Model 870 shotgun has a laser module installed in the chamber of the barrel. Installation is semi-permanent and eliminates extraction during operation. The stock is painted yellow.

Section 3 - Semi-Automatic Pistols

The length of the firing pin will be reduced sufficiently to preclude protrusion of the firing pin through the bolt face, the muzzle of the barrel plugged, and the grips painted red.

PART IV - CONTROL MEASURES

The following control measures are established in order to standardize the procedures for safety and handling of firearms on the Center and in training.

Section 1 - Functional Weapons

No weapon that is capable of firing live ammunition will be used or introduced in off-range firearms training exercises except under the following conditions:

1. Marine Law Enforcement Training Programs - Scheduled firing exercises in the MLET program.
2. Glynn County Police Department Range - Scheduled firing exercises at Glynn County Range.
3. Skeet Range - Exercises conducted on the Skeet Range and limited to 12 gauge #9 bird shot and .38 caliber plastic pistol ammunition.
4. Classroom - Classroom laboratory courses that require the use of functional firearms will be limited to disassembly and assembly only. UNDER NO CIRCUMSTANCES WILL LIVE AMMUNITION BE PERMITTED IN THE CLASSROOM.
5. FAD Class Coordinators will not permit students who are engaged in live fire exercises to leave the firing range with weapons and ammunition at any time. The use of a "Hot-Line" (loaded weapons in holsters between training activities) will not be authorized in Basic Firearms Training.
6. Blank Ammunition - Practical exercises in which the use of functional firearms are used with the firing of blank ammunition will require prior approval. Requests will be submitted through the Chief, FAD to the Director, Office of Special Training (OST) outlining the details of the exercise, including the type and caliber of ammunition, responsible personnel, and the location of the training. Center training weapons and blank ammunition will be issued at the Weapons Depository. Training exercises that are programmed on a recurring basis will be indicated in the initial request and once approved, will not require the submission of a similar request for subsequent exercises.

The training or practical exercise coordinator will ensure that NO live ammunition is introduced into the classroom.

Section 2 - Safe Functional Weapons

All weapons that have been modified in any manner which precludes the loading of live ammunition are considered safe for use in exercises involving force-on-force situations.

1. Practical Exercise Revolvers - PART III, paragraph 2 describes the modifications required to convert a functional revolver to a PE weapon. The cartridges that are to be used exclusively in these revolvers are primed casings only. These are provided by the Equipment and Materials Branch. The possibility of residual debris being deflected to the sides of the weapon requires that caution be exercised. When close combat is expected, personnel involved shall wear safety glasses.

Primed casings also can be fired in functional revolvers; however, trainers will ensure that only safe-functional weapons are used in these exercises.

2. Laser Equipped Weapons - PART III, paragraph 3 describes the modifications required to convert a functional revolver to a laser PE weapon. The cartridges that are used exclusively in these revolvers are primed casings and the silent or dry fire cartridges only. These are provided by the FAD.

The laser light beam is safe; however, it is not advisable to repeatedly fire the beam directly into the eyes of another. When the primed case is fired, there exists the possibility of residual debris being deflected to the sides of the weapon. Therefore, caution should be exercised when very close combat is expected. In such scenarios safety glasses shall be worn.

3. Starter Pistols - These pistols fire a cap which contains a small amount of powder. Its primary purpose is to produce an explosion loud enough to be heard within close proximity. As with any ignition of powder, there is residual debris that exits the weapons which can cause possible eye injury. When starter pistols are used in close combat scenarios, personnel involved shall wear safety glasses.

PART V - DISCHARGE OF FIREARMS

Functional firearms will not be discharged in the confines of the FLETC or any approved off-site training facility except in the performance of an official law enforcement function. Center Security Police will be notified immediately following the discharge of a firearm in situations other than instances of official training. Any firearms related injury will be reported immediately to the FLETC Security Police.

FLETC Security Investigators and FLETC Security Officers, when performing in an official law enforcement capacity, will be guided by the Center's Firearms Policy.

CENTER FIREARMS POLICY

A firearm may be discharged only as a last resort when the agent or police officer reasonably believes there is imminent danger or loss of life or serious bodily injury to himself/herself or to another person.

GUIDELINES. Firing a weapon should be with the intent of rendering the person at whom the weapon is discharged incapable of continuing the activity prompting the agent or officer to shoot. Warning shots pose a hazard to innocent parties and are therefore prohibited. Firing at a moving vehicle with the intent of rendering it incapable of being operated poses a formidable danger to innocent parties. The possibility of a ricochet is greatly increased when the target is a car body or a spinning tire. Utmost caution must be exercised when considering such action.

As a general rule, when in the presence of the public, a handgun should be drawn only when the agent or officer or superiors have sufficient cause to expect it might be used and the agent or officer is preparing for its use. Shoulder weapons (long arms) may be displayed as their use may require.

The authority to bear firearms carries with it an obligation and responsibility to exercise discipline, restraint and good judgement in their use. The agent or officer must keep in mind that when firing a weapon, there always exists a danger to innocent parties.

PART VI - CENTER RANGES

The use of Center firing ranges for non-training activities after hours, on weekends, or holidays is limited to firearms instructors. Those instructors must request prior approval from FAD supervisors and receive a signed/dated RANGE USE AUTHORIZATION Form, O-OST-24 (9/87). Authorized FAD instructor names must be listed on this form, and at least two FAD instructors must be present on the range during practice sessions.

Section 1 - Training

All training after hours shall have been scheduled and meet the following criteria:

- a. approved unit or group training under the supervised control of the FAD staff;
- b. students receiving approved remedial training under the direction of a member of the FAD staff; and
- c. voluntary Intermediate firearms training for students who are marginal in handgun performance.

Section 2 - Test/Evaluation

Firearms testing and/or evaluation will not be conducted without the written approval of the Director, OST. Requests will be channeled by memorandum through the Chief, FAD specifying the type, caliber, make, model, ammunition, beginning/completion dates, and the purpose of the test. Additionally, the name(s) of the personnel conducting the test along with the sponsoring agency must be included in the request.

Section 3 - Competition/Practice

1. The Conduct of Competitive Matches on Center ranges will meet the following criteria:

- a. requires Director, FLETC approval;

- b. is conducted by members of the FAD;
- c. is conducted in affiliation with the FLETC Employees Recreation Association;
- d. permits no firing prior to noon on Sundays; and
- e. poses no conflict with training.

2. Members of the Center and participating organization competitive shooting teams are permitted Practice/Range Time under the following criteria:

- a. requires the Chief, FAD approval;
- b. poses no conflict with training;
- c. permits no firing prior to noon on Sundays; and
- d. firearms instructors may use the outdoor range facilities after hours and on weekends. These instructors/competitors must request prior approval from FAD supervisors and receive a signed/dated RANGE USE AUTHORIZATION Form. Two authorized instructors' names must be affixed to the form and at least two FAD instructors must be present on the range during practice session.

Section 4 - Recreational Shooting

Firing on Center ranges without approval is NOT authorized. All shooting activities of a recreational nature are limited to those activities sponsored by the Employees Recreation Association and approved by the Director, FLETC.

1. Firearms - Only approved shooting sponsored by the Employees Recreation Association and conducted on ranges under the supervision of qualified firearms instructors will be permitted.

2. Other Weapons - The firing of bows, compound bows and crossbows is not permitted unless sanctioned by the Employees Recreation Association as a recreational activity and approved by the Director, FLETC.

PART VII - DESTRUCTION OF FIREARMS

Government owned firearms that have reached the end of their serviceability life and are not converted or modified to safe functional or practical exercise use will be destroyed in accordance with the following procedures:

Section 1 - FLETC

FLETC Weapons - The FLETC Armorer will identify those weapons that cannot be economically repaired or that are no longer considered functionally safe to be fired. Weapons selected will be cannibalized for parts and segregated for destruction. The procedures for requesting to destroy weapons are as follows:

- a. The FLETC Armorer identifies those FLETC weapons which are no longer serviceable and cannot be converted to safe functional or PE weapons;
- b. the FLETC Armorer submits a written report to the FLETC Weapons Custodian listing those weapons for destruction by make, model, and serial number;
- c. the FLETC Weapons Custodian prepares a written memo to the Chief, PMD requesting authorization to destroy weapons. This memo will list the number of weapons to be destroyed by make, model, and serial number;
- d. the Chief, PMD will provide a written response either approving or disapproving the request to destroy;
- e. when approval is authorized to destroy weapons by the Chief, PMD, the destruction will be performed by the FLETC Armorer and witnessed by the FLETC Weapons Custodian and at least one more witness; and
- f. after completing the weapons destruction, a survey report will be forwarded to the Chief, PMD from the Chief, FAD, requesting those destroyed weapons be permanently removed from FAD weapons inventory.

Section 2 - On-Site Participating Organizations

Participating Organization Weapons - On-site organizations who have assigned gunsmiths will conduct weapons destruction in accordance with their respective procedures.

Those organizations that do not have assigned gunsmiths and require the destruction of unserviceable weapons may have the destruction accomplished by the FLETC Armorer. The destruction will be witnessed by the Agency Weapons Custodian and the FLETC Weapons Custodian. The certificate of destruction will contain the signatures of the Custodians and the FLETC Armorer.

PART VIII - WEAPONS SERVICE AND REPAIR

The FLETC Armory located in Building 221 is established for the primary purpose of providing service and repair for Center and participating organizations that have assigned gunsmiths.

Section 1 - FLETC

Center Armorer - The FLETC Armorer is responsible for the service and repair of all weapons in FLETC inventory and the FLETC Pistol Team competitive weapons.

Section 2 - On-Site Participating Organizations

Participating Organization Gunsmiths - Detailed assigned gunsmiths will comply with their respective agency requirements concerning priorities of work.

Section 3 - Other Participating Organizations

Other Participating Organizations - Those agencies that do not have assigned gunsmiths and require weapon service and repair will request, in writing, their requirements with the FLETC Armorer through the Chief, FAD. If major repair is required, the gunsmith will advise the agency that the weapon(s) should be sent back to the manufacturer. The FLETC Armorer is not responsible for repair of weapons for those agencies who do not have assigned gunsmiths.

Section 4 - Other Law Enforcement

Other Agencies - Support for other law enforcement agencies weapons repair must be submitted in writing. If approval is authorized by Chief, FAD, it will be limited to inspections and minor repairs (10-15 minutes or less) on a case-by-case basis and when time permits. This support will be coordinated with the FLETC Armorer who will record all weapons repair work on form FTC-OST-76 (7-88). Weapons will not be secured in Armory for overnight storage.

PART IX - LOST, MISSING OR STOLEN, AND
FOUND FIREARMS

All firearms that are located on the Center will be safeguarded in accordance with this directive. Their control and accountability remains the responsibility of the Custodians to which they are assigned. All lost, missing or stolen, and found firearms will be reported to the FLETC Security and Safety Division (SEC) immediately after discovery in accordance with the following procedures:

Section 1 - Lost Firearms

All firearms lost during training exercises on or off the Center will be reported immediately to SEC. The report will include make, model, caliber, type (laser, safe functional, etc.) serial number, time, date, location and reporting individual.

Section 2 - Missing or Stolen Firearms

All firearms, government and personally owned, discovered missing or stolen will be reported immediately to SEC. The report will contain the information required in Section 1 above and a follow-up written report containing the details, submitted immediately. The FLETC Weapons Custodian will coordinate a search of the FLETC Weapons Depository, Vault and the Armory.

Section 3 - Found Firearms

All firearms found will be reported to SEC immediately. The report will contain the information required in Section 1 above.